

ENTRANCE REQUIREMENTS

Catholic schools in the Diocese of St. Augustine admit students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. They do not discriminate on the basis of race, color, nationality, or ethnic origin in administration of educational and admission policies and other school administered programs. CPEEC does reserve the right to make the final determination on a family's enrollment. That final decision for admission and re-admission rests with the Director and/or Pastor.

Every child in the 3-year-old class and VPK class must be **fully potty-trained and out of diapers and pull-ups. Your child must be able to communicate with an adult that he or she has to go to the restroom.**

- ◆ An occasional "accident" is understandable; however, if your child repeatedly has accidents, you will be called to come to school to change him/her.
- ◆ The issue of potty training can be stressful on a child and by forcing a child to become potty trained, permanent emotional damage could occur. Therefore, if within the first three weeks of school your child does not seem to be potty trained, we will ask that you remove your child from the program or be placed in the 2-year-old class, space permitting, until your child is fully trained and feels comfortable with telling a teacher or staff member that he or she has to go potty.

The 2-year-old class staff will help your child become full potty trained. In order to make this a smoother process, we ask those that are not fully potty trained to attend in pull-ups, not diapers.

The following forms must be in each child's file prior to the first day of school. Children will not be admitted to school without the forms listed below:

1. **Current Registration Forms** must be completely filled out. A \$150 registration fee for non-VPK and wrap around children is collected at the time of registration. This is a one-time fee, paid annually, and is in addition to the monthly tuition fee. Also, a \$75 supply fee for all non-VPK children and VPK wrap around children will be due by the first day of school. During the summer, a registration fee of \$25 per session will be collected at the beginning of June. All registration and supply fees are non-refundable.
2. **Florida State Health Certificate of Immunization (#680) Form** must be returned to the school office prior to the first day of school. Religious exemptions will not be accepted.
3. **Florida State Health Examination Form (#3040)** must be returned to the school office prior to the first day of school. This form may not be more than two (2) years old.
4. **"The Flu" A Guide for Parents** signed acknowledgement form.

PRE-SCHOOL HOURS OF OPERATION

The school is open from **6:45 a.m. to 6:00 p.m.** during the school year. During the **summer** session the Center opens at **7:00 a.m. and closes at 5:30 p.m.**

- Failure to pick up your child by 6:00 p.m. during the school year and 5:30 p.m. during the summer will result in a **\$10.00 charge for every 15-minute period per staff person over the designated time.** This fee will be in addition to your monthly tuition. **This rule is strictly enforced.**
- *Arriving late to school or allowing your child to remain too long at school can be very upsetting to your child.*

3-Year-Old Children

During the school year the **academic part of your child's day begins at 8:30 a.m.** Please try to have your child to the Center by 8:30 a.m. When children enter the classroom late, it disturbs the entire class. Please try not to pick up your child between 12:15 pm and 1:45 pm, as the children will be napping. Children staying for afternoon day care **MUST** be picked up no later than **6:00 p.m.** during the school year and 5:30 p.m. during the summer.

VPK Children

The following is a list of 2016-2017 VPK class schedules. If your child will not remain for wrap around care, please pick him/her up promptly at the VPK class end time.

| | | |
|------------|-------|--------------------|
| Ms. Mari | M-Th | 8:30 am – 12:15 pm |
| Ms. Teresa | M/W/F | 8:30 am – 1:30 pm |
| Ms. Teresa | T/Th | 8:15 am – 4:00 pm |

Please pick up your child at the appropriate time. *Children not regularly enrolled in wrap around will be charged the half day tuition rate if picked up late.* Children staying for wrap around care **MUST** be picked up no later than 6:00 p.m. during the school year and 5:30 p.m. during the summer.

The purpose of the VPK Program is to properly prepare your child for kindergarten. Each day your child will be exposed to lessons that will help him/her meet or exceed the standards set by the state for kindergarten readiness. Therefore, it is critical that you, as a parent, do your part to have your child at the Center on time and that he/she attend class on a regular basis.

Obviously our collective goal is that your child attends daily, however we understand circumstances such as illnesses do arise. The state also understands this, thus they currently will pay up to 20% of missed program hours each month, but not beyond that under any circumstances. If your child consistently misses beyond 20% of the VPK education hours, the Center reserves the right to dismiss your child from the program.

If your child is absent, you will be required to complete a form immediately upon your child's return. You will need to indicate dates and reason for absence. The following are examples of reasons that will be given on the form:

1. Illness or injury of the child or the child's family member which requires hospitalization or bed rest;
2. Physician or dentist appointment;
3. Infectious disease or parasitic infestation;
4. Funeral service, memorial service, or bereavement upon the death of the child's family member;
5. Life-threatening illness or injury of the child's family member;
6. Compliance with a court order (e.g., visitation, subpoena);
7. Special education or related services;
8. Observance of a religious holiday or service, or because the child's or parent's religion forbids secular activity on the instructional day;
9. Family vacation, not to exceed five excused absences per program year; or
10. Extraordinary circumstances beyond the control of the child and the child's parent.

Parents of VPK students are required to verify their child's attendance each month by signing a Parental Choice Certificate with a full signature on the last instructional day of the month or soon thereafter. Only the following individuals are allowed to sign this form each month:

- 1) The parent who completed the initial paperwork (VPK Child Application and Provider Admission Form) for the state.
- 2) "Other Parent or Guardian" noted on the original child application. If this box does not have a name in it, only the parent who completed in the initial paperwork will be allowed to sign the monthly calendars.

DROPPING OFF AND PICKING UP YOUR CHILDREN

For safety purposes, parents must accompany children in to the Center and deliver them directly to a teacher. Please do not leave children unattended in your car, in the parking lot, or in the street. Do not leave your child in an empty classroom. There must be a teacher present to sign your child in. Please remember to turn off your engine when leaving your car, and abide by Florida law regarding children's car seats. *Also, please remember this is a school zone and it is necessary to drive slowly and carefully as you are driving down Sebastian Avenue as well as when you pull into and out of the parking lot.*

An emergency card is to be filled out prior to your child's first day of school listing all persons responsible for picking up your child. No child will be allowed to leave school with any person that is not on the card unless the parents provide a written note to the school prior to that person picking up your child, giving the school permission to release the child. (A picture ID will be required from that person to verify identification). ***You will not be allowed to call the school to put someone on the list. Also, please do not send underage siblings in to pick the children up from their classrooms or the playground.***

Our teachers work very hard to schedule your child's day and their learning activities. Unfortunately, in order to maintain this schedule, it is not possible to visit with each parent every day. If you have some questions or concerns and would like to schedule an appointment with one of us, please call the office so that we can arrange a time to meet with you. (See Parent/Teacher Conferences)

MONTHLY TUITION

Tuition must be paid by the first of each month, and all payments are non-refundable. All checks must be made payable to C.P.E.E.C., and indicate the child's name on the check.

Any account not paid by the 15th of each month will be assessed a \$25.00 late charge. If you are having difficulty making tuition payments, please see the Director in the school office prior to your account becoming delinquent. Consistently late payments may result in your child's dismissal from the preschool. A \$25.00 charge will be assessed on any returned check.

You may not substitute days if your child is absent for any reason, or if a holiday falls on your child's attendance day. The number of days you register for during the school year and the summer sessions is a commitment, upon which your tuition is calculated on a monthly basis. The monthly rate is calculated by the number of days registered multiplied by the rate multiplied by four weeks. This amount may not be reduced due to partial attendance.

2016-2017 TUITION RATES

| Classroom | CATHOLIC | | | OTHERS | | | VPK PART TIME CLASS RATES | | |
|----------------|----------|--------|---------|--------|--------|---------|---------------------------|-------------------|------------------|
| | Daily | Weekly | Monthly | Daily | Weekly | Monthly | BEFORE ONLY | BEFORE/AFTER T/TH | BEFORE/AFTER MWF |
| INFANT S | 45 | 225 | 900 | 48 | 240 | 960 | | | |
| ONE YEAR OLD | 40 | 200 | 800 | 43 | 215 | 860 | | | |
| TWO YEAR OLD | 37 | 185 | 740 | 40 | 200 | 800 | | | |
| THREE YEAR OLD | 32 | 160 | 640 | 35 | 175 | 700 | | | |
| VPK | 29 | 125 | 500 | 31 | 140 | 560 | 5/DAY | 15/DAY | 24/DAY |

Note: The rates noted above are the discounted rates for those opting to pay by cash or check. The undiscounted rate is 3% higher if using a credit card.

TUITION STATUS

There are two tuition classifications for CPEEC non-VPK and wrap around children; Catholic (active supporting parishioners), and all others.

Active Supporting Parishioners must be registered parishioners for more than six (6) months, regularly attend mass and demonstrate use of your offertory envelopes. You **must** provide a voucher signed by your parish priest to be considered an Active Supporting Parishioner.

If more than one child is enrolled at CPEEC and you are an active supporting parishioner, you will be granted a 20% discount on each additional child registered, beginning with the least expensive student's tuition. This discount does not apply to VPK wrap around children.

ADMISSION AND REGISTRATION POLICY

During the middle of January, students currently attending CPEEC and their siblings will be permitted to pre-register for the following year. During the third week of January, registration will be open to Catholic parishioners, and at the beginning of February, registration will be open to the public. *The registration fee for non-VPK children, and those requesting wrap around care, will be taken at the time of registration and is non-refundable.*

PARENT VOLUNTEER AND FINGERPRINTING POLICY

As a CPEEC parent you are expected to take an active role in the education of your child, and we request parents to **volunteer a minimum of 10 hours per school year.** This requirement does not apply to parents of VPK nonwrap students; however, your volunteer hours are appreciated. There are a variety of ways to fulfill the 10-hour minimum. Please share your special talents and hobbies with us or come along on field trips. Children are thrilled to see their parents and grandparents assisting with school activities.

Each family is also required to secure (1) \$50 item to be used at our Silent Auction. VPK families that do not take advantage of our wrap around services are exempt.

You may opt to pay a fundraising fee of \$500.00 in lieu of the 10 hours for the 2016-2017 school year. This fee is due by the first day of school.

ALL PARENTS who plan to volunteer, in any capacity, at the Cathedral Parish Early Education Center, must complete the volunteer procedures of the Diocese of St. Augustine Administration Policy. The procedures are as follows:

1. Protecting God's Children

You must successfully complete this class; it is offered monthly throughout the year. (Please see office for more information.)

2. Fingerprint Livescan

You must possess an FBI/FDLE clearance via a livescan. This livescan must be performed even if you have obtained a clearance from another organization. The current cost for a volunteer is \$43.50 (price subject to change). Please see the office for further details.

Until the above procedures are completed, you will not be allowed to volunteer.

❖ A few examples of **ways to earn volunteer hours** are:

- Covering a classroom during naptime so the staff can attend staff meeting/in-service training
- Grounds maintenance
- Substitute teaching, aides in the classrooms
- Assisting at various parties or events in your child's classroom or for the school
- Assisting with our Silent Auction, or any other activity associated with the Cathedral Parish's Annual Festival

SCHOOL RELIGION POLICY

Since this is a religious preschool based on Catholicism, we will talk about God and our relationship with Him in everything we do. We will stress how much God loves each of us and that we are special to Him. Catholicism will be interwoven in most lessons, and Bible stories will also be included.

DISCIPLINE POLICY

The motivation for discipline should always be love. The purpose of discipline should always be explanation and training. Positive discipline is used with the children to help them learn what behavior is acceptable. Positive reinforcement will encourage and reward good behavior. Teachers will use loving guidance and discipline techniques that are age appropriate for each individual child. Distraction and redirection work well with the younger children, while reasoning and logical consequences are very effective with the older children.

- In the event the above disciplinary actions prove unsuccessful, the child will be removed from the classroom and placed under adult care to resolve the problem. If the unacceptable behavior continues, the parents will be called to pick up their child. Failure to correct the problem will result in the child's dismissal from the preschool.
- In the event the child does bodily harm to a teacher/child, i.e. biting, hitting, punching, kicking, or hitting with an object, the following consequences will apply:
 - ❖ First incident: The parent will be called and asked to pick up their child.
 - ❖ Second incident: The parents will be called again to pick up their child, and the child will not be allowed to return until a teacher/parent conference has been held to try to resolve the matter.
 - ❖ Third and last incident: The child will not be allowed to return to school.

It is understood one and two year olds might have more incidents, however by the time children are three they should understand how to react without hurting others.

***Corporal punishment is unacceptable and will never be used. Parents wishing to administer any kind of corporal punishment must do so at home – NEVER on campus or in a classroom.**

- ❖ **Please note**: Parents are not allowed to discipline, in any manner, any student who is not their child. Our staff is highly qualified and trained to handle any situation. If you have a problem with how a student is behaving, please briefly discuss this issue with the supervising staff member.

ILLNESS AND MEDICATION POLICY

We look forward to having your child in school. There are certain symptoms of suspect communicable diseases that will require your child stay at home (see below). This is for the safety of your child, the teachers, and the other children. If your child is ill and will not attend school, please call the school as early as possible to let us know. If your child becomes ill at school, the school office will notify you immediately. The school will keep your child comfortable until you or an authorized adult arrives. If we cannot reach a parent, the person(s) on your emergency contact list will be notified. That person will need to provide a picture ID in order to sign the child out.

- ❖ We would prefer not to administer any medication to your child. However, if necessary we will administer prescription medication only. The following criteria must be met:

1. Medication must be in the original container.
2. Medication Authorization Form must be completed and signed by the parent/guardian.
3. The prescription label must be on the container/box and clearly state the name of the child, medication, date, time, method, dosage, and physician's name.

Please note: No other medications may be brought to school. This includes over-the-counter products such as aspirin, cough drops, etc., unless approved by the office staff.

- ❖ **If any child has the following symptoms within any 24-hour period, prior to school attendance, he/she must be kept home:**

- Coughing or a runny nose with green/yellow mucus
- Excessive Fever – oral temperature over 100 degrees
- Vomiting
- Undiagnosed rash
- Diarrhea
- Sore throat
- Lice and scabies – Diocese schools maintain a no “nit” policy
- Contagious disease such as chicken pox

- ❖ **Re-admittance policy for the following contagious diseases:**

- Strep throat: 48 hours after the start of oral antibiotics or 24 hours after an injection
- Conjunctivitis/Pink Eye: at least 24 hours after the start of medication and when there is no longer any discharge from the eye(s)
- Chicken Pox: all lesions are dry and crusted
- Lice and Scabies: following medical treatment, no “nits”, and a doctor's clearance letter
- Impetigo (blisters with honey colored crusts): at least 24 hours after the start of medication. If blisters continue after treatment begins, the child should be re-examined by doctor prior to returning to school
- Hepatitis: doctor's statement required

ACCIDENT POLICY

While we take precautions to prevent accidents, they are a normal part of growth and development of your child. If a child has been injured or becomes ill while attending CPEEC, our first priority is to meet the child's physical needs.

If your child is injured at the Center, and the situation necessitates that he/she receive medical attention, the parent will be notified and be asked to pick up the child or meet the child at the emergency room. A signature on the registration form giving CPEEC permission to have your child transported to the hospital and be seen by a physician is required prior to entrance.

If your child is injured, or is involved in an incident, an incident/accident report will be completed and you will be required to sign and date the form when you pick your child up.

CHILDREN'S CLOTHING AND SUPPLIES

Please place your child's name on any change of clothes, and all other items that are brought to school such as: mats, blankets, pillows and lunch boxes.

Your child will need one plastic, 1" thick, non-permeable mat for rest and/or naptime. If the mat rips or tears during the school year, you are required to purchase a new one immediately. Each child is required to bring an extra set of **seasonally appropriate** clothing in case of accidents. If your child brings pillows, blankets, or a special security item to sleep with, all these items must be able to fit into his/her zipped backpack. **Please no roll up mats or sleeping bags.**

Infant and 1 Year Old Classrooms

Please provide a pacifier for children. Once your child's teacher determines your child is ready for a mat, you will be required to bring a 1" thick, non-permeable mat. Also, please provide diapers, wipes and changes of clothing. Infant room families should also provide formula (with instructions), and food (with instructions).

2-Year-Old Classroom

Please insure that your child's clothing is comfortable, easy for them to manipulate by themselves (no snaps or bodysuits!!!). Children will be children and sometimes they will get dirty despite our best efforts to keep them clean, so please dress them appropriately. *The uniform requirement for the 3-year-old and VPK classrooms is optional for the 2 year olds. See below.*

Comfortable tennis shoes are best for the 2-year-old, 3-year-old and VPK classes. Please insure that this type of shoe is worn for both safety and comfort. **PLEASE DO NOT ALLOW YOUR CHILD TO WEAR BACKLESS SHOES OR SANDALS.**

3-Year-Old and VPK Classrooms

All children attending the 3-year-old and VPK classes are required to wear a uniform. The uniform is as follows:

| | |
|--|--|
| White polo shirt with CPEEC logo | - Available for purchase at CPEEC |
| Navy blue uniform pants or shorts | - Available at Target/Walmart/JC Penny's |
| Girls also have the option of wearing a navy blue skirt | - Available at The Children's Place retail stores. or online at www.childrensplace.com . |
| White socks | |
| All white or all black plain tennis shoes (no character shoes) | |

DAILY FOOD AND SNACKS

Due to known and unknown nut allergies of our students, CPEEC is a nut free school. For the safety of the children, foods with nuts will not be permitted in our classrooms. Please be sure to check all the ingredients in your child's lunch, and as well as snacks, to ensure you are in compliance with this new policy.

Each child's family supplies nutritious snacks and lunches for their child each day. Please do not leave food overnight at the Center. Place snacks in a Ziploc bag labeled "am snack" and "pm snack" with your child's first and last name. Your child's teacher will instruct you where she would like these snacks placed daily. The school will supply 100% juice to supplement your child's morning and afternoon nutritious snack. We will gather together, say grace, and eat our midday meal together. The Center offers the opportunity to purchase lunch. A different

restaurant serves each day of the week. Please see the office for details. If lunch is not purchased from the Center, parents must provide lunches for their child(ren). According to mandatory guidelines from the Department of Children & Families, your child's lunch must include at least one appropriate portion from the different food groups (i.e., meat or protein, fruit or vegetable, dairy, and the grain group). Refer to www.choosemyplate.gov/health-and-nutrition-information for information regarding nutritional lunches, and be sure to include foods from each of the fruit, vegetable, proteins, grains and dairy food groups. These foods should be ready to eat (i.e., oranges peeled, whole foods pre-cut). Lunch will be a special part of our day. Lunches should be brought in lunch boxes. The child's first and last name should appear on all items. **PLEASE NO GLASS CONTAINERS, NO SODA, AND NO CANDY.** Please feed your child breakfast **before** bringing him/her to school. **We ask that you do not send breakfast with your child in the morning.** We ask that your child does not come to school eating food.

PERSONAL BELONGINGS AND TOYS

It is the policy of the school that personal items from home are brought on designated "show and tell" days between August and May. Please do not allow your child to bring toys on any other day. Show and tell is a very fun day for the children to share something special with their friends. We just ask that you please make sure that there are no toy weapons or fighting toys brought to school.

INFORMATIONAL LETTER AND CORRESPONDENCE

A monthly calendar will be sent home the first of each month. This will be placed in your child's cubby. This calendar will inform you of your child's activities and future events.

Other specific information will be provided periodically. **PLEASE CHECK YOUR CHILD'S CUBBY DAILY FOR NEWS AND INFORMATION ON CLASS AND SCHOOL ACTIVITIES.**

CPEEC will be utilizing a parent alert system for communications of emergencies, school closures, and important reminders. Each parent will be provided with this information within the first two weeks of the school year.

PARENT/TEACHER CONFERENCES

At any time during the school year, please feel free to discuss your child's activities, developments, and progress with his/her teacher. However, we ask that you set up a specific appointment time by calling the office to schedule a conference. Impromptu conferences immediately before or after class are not appropriate.

STAFF CREDENTIALS

The professional staff members are carefully selected for their sensitivity, their care and love for children, experience with children, and their training, education, and experience in the childhood education field. All of our teachers are college educated with either degrees or their CDA's. All other staff is required to attend a 40-hour Florida Department of Children and Families Child Care Training Course and attend at least 10 hours in-service yearly. All staff is certified in CPR and First Aid.

Please report any professional misconduct by school staff or volunteers to the Director.

LOCAL EMERGENCY

In the event of a local emergency where St. Johns County schools close, CPEEC will also close. In the event that only the school property is affected, such as a specific power outage, we will close the preschool for safety reasons. In this case, parents will be notified via the parent alert system.

STATE AND COUNTY REQUIREMENTS

The Cathedral Parish Early Education Center is a Catholic Preschool that is under the authority of the Cathedral-Basilica of St. Augustine. The Center is licensed by the Florida Department of Children and Families, License #C04SJ0013. Annual/Quarterly inspections are also made by the Fire Marshall, and the Superintendent of Catholic Schools for the Diocese of St. Augustine.